



▲ TOILETING, NAPPY CHANGE & HAND WASHING

▲ NQS

Element 1.1.3 All aspects of the program, including routines are organised in ways that maximize opportunities for each child's learning.

Element 2.1.1: Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented

Element 3.1: The design of the facilities is appropriate for the operation of a service

Element 3.1.1: Outdoor and indoor spaces, buildings, furniture, equipment, facilities, and resources are suitable for their purpose, including supporting the access of every child.

Element 4.1: Staffing arrangements enhance children's learning and development.

Element 5.1.1: Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident, and included

Element 5.1.2 The dignity and rights of every child are maintained

Education and Care Services National Regulations: 77, 109, 155(d)

▲ PURPOSE

The purpose of this policy is to ensure that nappy change and toileting is a positive, rewarding, and hygienic experience for all children.

▲ POLICY

It is the policy of the centre to assist and promote competence of children during nappy change and toileting routines.

During nappy changing and toileting routines, Educators will provide a safe and respectful environment to support children in understanding their bodily functions, promoting each child's agency while supporting children develop their self-help skills.

Each nappy change or toileting experience is an opportunity for a positive interaction. Educators will communicate with parents/guardians to collaboratively assist children with nappy change and toileting routines. Educators will respond to children's cues and promote agency in decision making during toileting times.



- FROEBEL will provide disposable nappies for all children.

When a family requests the use of cloth nappies the following procedure will apply:

- Families are to provide their own cloth nappies with appropriate disposable liners and enough spares to accommodate their child's changes in a day
- Families are to provide appropriate wet bags that can be adequately sealed for soiled nappies
- Families are to collect their soiled nappies at the end of each day of their child's enrolment.
- Soiled nappies will be kept in a labelled lidded bucket out of reach of children for families to collect at the end of the day
- Should the number of cloth nappies provided for the day run out, the child will be placed in a disposable nappy provided by the centre.



▲ NAPPY CHANGE PROCEDURES

Preparation

1. Wash your hands
2. Place paper on the change table
3. Put disposable gloves on both hands

Changing

1. Remove child's nappy and put any disposable nappy in a hands-free lidded bin, place any soiled cloths (soiled matter to be disposed of in the toilet before placing clothing or cloth nappy in wet bags and buckets).
2. Clean the child's bottom
3. Remove the paper and put it in a hands-free lidded bin
4. Remove your gloves and put them in the bin
5. Place a clean nappy on the child
6. Dress the child
7. Take the child away from the change table
8. Wash your hands and the child's hands

Cleaning

9. After each nappy change, clean the change table with detergent and water, then rinse and dry.
10. Wash your hands

Educators will ensure at least **one hand always remains on the child** to prevent the child from falling from the nappy change table. **At no time** will a child be left unattended on the nappy change table.

After lunch and at the end of every day, the nappy change mat and table will be washed with detergent and warm water. A paper towel will be used to wash and dry all surfaces.

Educators with cuts, abrasions, dermatitis or open wounds on their hands are required to cover the area with a water-resistant occlusive dressing.

Please also note that only primary educators / teachers are to change nappies. A primary educator/teacher will also supervise any practical student required to do nappy changing as part of their course requirements.



▲ TOILET LEARNING PROCEDURES

Educators will engage with the following guidelines when supporting children learning to use the toilet:

- Educators will ensure that toilet learning is a positive experience for a young child and promotes their self-esteem.
- Educators will support toilet learning at parents/guardian's request or after speaking with them and gaining their consent.
- Parents/guardians will be asked to provide information about the strategies being used in the home environment.
- Children will have access to toilets and potties at all times; children will be encouraged to sit on the toilet or potty for as long as they are willing; should the child show signs of distress the process will stop.

If a child has soiled or wet their clothing the following process will apply:

- Educators will wear gloves while supporting children who are using the toilet/potty,
- Children will be assisted to remove soiled or wet clothing,
- Children will be assisted if necessary, to get on the toilet or potty,
- Educators will assist child to clean themselves using either toilet paper or disposable wipes,
- Soiled clothing will be emptied in the sluice or toilet; the clothing will be placed in a plastic bag labelled and placed into a sealed plastic container, which is out of reach of children. Parents/ guardians will be notified the items are to be collected at the end of the day, or they will be disposed of.
- Educators will remove their gloves and dispose accordingly,
- Children will be assisted to wash their hands,
- Educators will wear gloves to clean the bathroom,
- Educators will wash their hands and
- A record of the toileting will be documented on the Record Form.
- Potties will be rinsed and disinfected after each use,
- Parents/guardians are required to provide additional clothing while their child is learning to use the toilet,



- Children will be encouraged to flush the toilet after each use and,
- Educators will assist children to wash their hands after toileting and will role model hand washing practices.

Please also note that only primary educators and teachers are to assist children with toileting. A primary (educator/teacher) will also supervise any practical student required to assist with children's toileting as part of their course requirements where applicable.



▲ HAND WASHING PROCEDURES

Our centre will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for educators. Along with this, the centre will provide either/and/or individual towels, paper towel or an automatic dryer for people to dry their hands.

Everyone on the centre premises is provided with Liquid Soap to wash their hands. Please inform educators if your child/ren have an allergy and an alternative brand or soap type will be made available.

Below are instructions on how to effectively wash hands. All children, educators and visitors are to follow this procedure and it should be displayed above every sink.

1. Wash hands using running water and soap
2. Rub hands vigorously
3. Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned
4. Rinse hands thoroughly
5. Turn off the tap using a clean piece of paper towel
6. Dry hands thoroughly with clean towel/paper towel or using an automatic dryer

This should take about as long as singing "Happy Birthday" twice.

Educators will wash their hands:

- When they arrive at the centre
- After they use the toilet or when helping children to use the toilet
- After they change a nappy or when checking a nappy to see if it is soiled
- After they handle items soiled with body fluids or wastes such as blood, saliva, urine, stool or discharge from noses or eyes
- After administering First Aid or CPR
- After they have contact with an unwell child
- After wiping noses or salivary secretion
- Before preparing food
- Before and after eating and drinking and going to and from breaks



- After handling animals
- After art activities
- After being outdoors
- After handling rubbish
- Before and after administering medications or treatments
- After prolonged coughing or sneezing episodes
- After removing gloves and
- Before leaving the centre.

Children will wash their hands:

- After the use the toilet or when they have had their nappy changed
- After touching another child who may be unwell
- After handling soiled items
- Before and after meals
- After handling animals
- Before activities where they may have contact with fingers or items that may be placed in their mouth
- After art or messy activities
- After prolonged coughing or sneezing episodes
- After vomiting
- After wiping their nose or mouth
- After being outdoors and
- Before leaving the centre.



▲ SOURCES AND FURTHER READING

- National Health and Medical Research Council: "Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)", June 2013
http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_updated_130701_0.pdf
- Infection Control and some common Infections in Young Children, Childcare and Children's Health, Vol. 8 (3), 1-4, 2005:
www.rch.org.au/emplibrary/ecconnections/CCH_Vol8_No3_May2005.pdf
- Early Childhood Australia' Code of Ethics
<http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
- United Nations Convention on the Rights of the Child
<https://www.unicef.org/>

▲ ASSOCIATED POLICIES

- Gloves
- Hygiene and Infection Control

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.
- **Last review:** 26.06.2023
- **Next review:** 26.06.2024